



# SAN LUIS OBISPO COUNTY CIVIL SERVICE COMMISSION ANNUAL REPORT

FY 2013-2014

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# INTRODUCTION

## Introduction

### AUTHORITY AND PURPOSE

The County Civil Service Commission shall prescribe, amend, repeal and enforce rules for the classified service, which shall have the force and effect of law, shall keep minutes of its proceedings and records of its examinations and shall, as a board or through a single Commissioner, make investigations concerning the enforcement and effect thereof and of the rules and efficiency of the service. It shall make an annual report to the Board of Supervisors. Additionally, the Human Resources Director, under general supervision of the Commission, shall administer the civil service system pursuant to the rules adopted by the Commission and advise the Commission upon civil service matters.

### COUNTY CODE: TITLE 2 – ADMINISTRATION AND PERSONNEL

There is established in the County a civil service system to be governed by the provisions set forth in this chapter and in the County Civil Service enabling law. Click through the chapter sections below to view the County Code.



### Chapter 2.40 - CIVIL SERVICE SYSTEM

- 2.40.010 - Adoption.
- 2.40.020 - Commission—Creation—Membership.
- 2.40.030 - Compensation for commission members.
- 2.40.040 - Operating funds.
- 2.40.050 - Contracting for examinations.
- 2.40.060 - Classified and unclassified service.
- 2.40.070 - Duties of commission and personnel director.
- 2.40.080 - Commission rules.
- 2.40.090 - Vacancies in peculiar positions.
- 2.40.100 - Examination requirements.
- 2.40.110 - Discrimination prohibited.
- 2.40.120 - Reductions, suspensions and dismissals.
- 2.40.130 - Employee status.
- 2.40.140 - Prerequisites to salary payment.
- 2.40.150 - Veteran's preference.

### HUMAN RESOURCES MISSION STATEMENT

We attract, select, develop, and retain a talented and diverse workforce through strategic collaboration. We provide high quality and cost effective programs to cultivate a healthy, safe and productive work environment to maximize individual and organizational potential.

# GRIEVANCES, APPEALS AND LITIGATION

## Grievances, Appeals and Litigation

The Commission's rules outline the procedure for resolving employment disputes prior to requesting a hearing. No grievances nor appeals were brought to the Commission in FY 2013-2014.

*\*Indicates departmental/divisional reorganization*

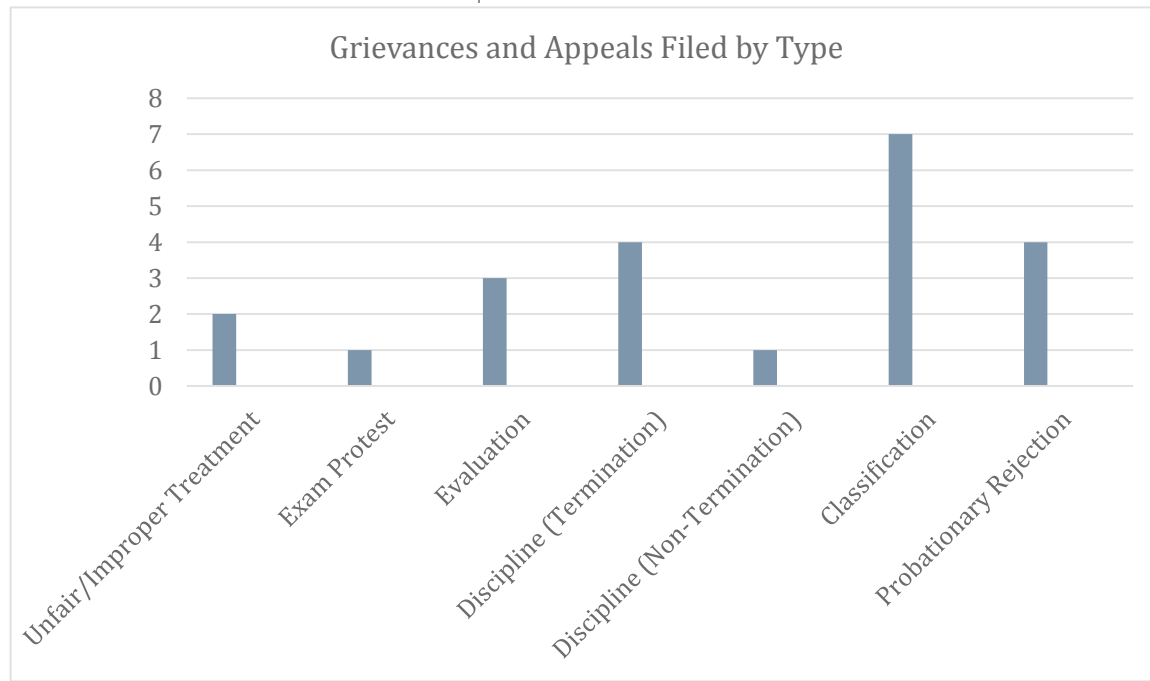
### STATISTICAL SUMMARY

GRIEVANCES AND APPEALS FILED BY DEPARTMENT					
DEPARTMENT	13/14	12/13	11/12	10/11	09/10
ADMINISTRATIVE OFFICE					7
AGRICULTURAL COMMISSIONER					
ASSESSOR	3	1	1	1	
AUDITOR-CONTROLLER/TREAS TAX*					
AUDITOR-CONTROLLER				1	
TREASURER/TAX COLLECTOR				1	
CHILD SUPPORT SERVICES					
CLERK-RECORDER					
COUNTY COUNSEL					
DISTRICT ATTORNEY	2				
FARM ADVISOR					
GENERAL SERVICES*	1	1	1	1	1
GSA-INFORMATION TECHNOLOGY			1		
HEALTH AGENCY*		4		1	5
DRUG & ALCOHOL SERVICES	1				
MENTAL HEALTH	4				
PUBLIC HEALTH	1				
HUMAN RESOURCES					
LIBRARY				2	
PLANNING AND BUILDING		1		2	1
PROBATION		1	1	2	3
PUBLIC WORKS	2				
SHERIFF-CORONER	1			2	4
SOCIAL SERVICES	7	2	1	4	2
VETERANS SERVICES					

# GRIEVANCES, APPEALS AND LITIGATION

OTHER

1



Filed in FY 2013-2014	22
Carried forward from FY 2012-2013	0
Resolved prior to Commission hearing (Resolved, Withdrawn, Dismissed)	21
Hearings before the Commission	0
Pending Appeals and Grievances	1

Litigation Filed 7/7/14 – Status is Pending

CV 120308 (Sanchez v. The County of SLO & SLO County Civil Service Commission)

# COMMISSION MEETINGS

## Commission Meetings

### SCHEDULED MEETINGS

The Civil Service Commission held ten (10) regular session meetings, four (4) of which included closed session. No special meetings nor grievance/appeal meetings were held.

• July 24, 2013 Cancelled	• January 22, 2014 Regular Session
• August 28, 2013 Regular Session	• February 26, 2014 Regular Session
• September 25, 2013 Regular Session	• March 26, 2014 Regular Session
• October 23, 2013 Regular Session	• April 23, 2014 Regular Session
• November 20, 2013 Cancelled	• May 28, 2014 Regular Session
• December 18, 2013 Regular Session	• June 25, 2014 Regular Session

### COMMISSION BUSINESS HIGHLIGHTS

- Approved proposal to increase probationary period for Library Director (11.03)
- Presentation of CSC Annual Report
- Congratulated Kimm Daniels on her retirement and welcomed new SLOCEA GM Pat McNamara
- Received an overview of the Human Resources 5-yr Strategic Plan
- Welcomed new Human Resources staff members, Frank Stapleton and Katie Maloney

# CLASS SPECIFICATION ACTIVITY

## Class Specification Activity

### CLASSIFICATION SPECIFICATIONS

Classification specifications are the foundation of the County's job classification and compensation systems. There were seventy-five (75) positions impacted by classification revisions in FY13-14, summarized as follows.

### NEW CLASSIFICATIONS

- BUILDING DIVISION SUPERVISOR (5)
- GEOGRAPHIC INFORMATION SYSTEMS ANALYST I, II OR III (9)
- HEALTH INFORMATION TECHNICIAN I, II, OR III (11)
- SENIOR GEOGRAPHIC INFORMATION SYSTEMS ANALYST (1)

### REVISED CLASSIFICATIONS

- ANIMAL CONTROL OFFICER (1)
- APPRAISER TRAINEE I, II OR III (24)
- ASSESSMENT TECHNICIAN SUPERVISOR (2)
- KENNEL WORKER (3)
- LEAD ANIMAL CONTROL OFFICER (1)
- PROPERTY TRANSFER TECHNICIAN I, II, III OR IV (12)
- SENIOR BUYER (1)
- SUPERVISING APPRAISER (3)
- SUPERVISING PROPERTY TRANSFER TECHNICIAN (1)
- WATER QUALITY MANAGER (1)

# RECRUITMENT ACTIVITY

## Recruitment Activity

The Rules of the Commission that govern the County's recruitment process are in place to ensure that all examinations for employment are fair, impartial and consistent with merit system principles.

Application Summary		FY 13/14	FY 12/13	FY 11/12
	Applications	10021	7698	8183
	Recruitments	218	140	118
Recruitments by Category				
	Permanent	199	123	110
	Temporary	18	10	3
	Substitute	1	7	5
Recruitments by Type				
	County Wide Promotional	2	1	5
	Departmental Promotional	38	38	32
	Lateral Transfer	0	0	0
	Open	178	101	81
Hiring Activity				
	Total Hires	457	353	328
	Permanent	235	168	145
	Temporary, Students, Seasonals & Others	222	185	183

### Notable Increases Over Prior Year

Recruitments	55%
Applications	30%
Hires	29%



# EQUAL EMPLOYMENT OPPORTUNITY

## Equal Employment Opportunity

While not a legal mandate, the County collects data on race and gender to identify groups which may be underrepresented in County employment as part of the Equal Opportunity plan.

### RACE

	WHITE	HISPANIC	BLACK	ASIAN/ PACIFIC ISLANDER	AMERICAN INDIAN/ ALASKAN NATIVE	FILIPINO	OTHER	TOTAL
<b>County Workforce</b>	77.15%	11.17%	1.23%	1.09%	0.14%	0.85%	8.37%	2928
<b>New Hires</b>	65.52%	13.48%	1.57%	0.00%	0.00%	1.25%	13.17%	319
<b>Applications</b>	62.04%	23.10%	3.93%	3.68%	1.16%	1.51%	2.57%	7229
<b>US Census Bureau (County of SLO 2010)</b>	71.10%	20.80%	2.10%	3.30%	0.90%	0.00%	3.80%	269,637

### GENDER

	FEMALE	MALE	TOTAL
<b>County Workforce</b>	58.44%	41.56%	2928
<b>New Hires</b>	64.26%	35.74%	319
<b>Applications</b>	56.82%	43.18%	7229
<b>US Census Bureau (County of SLO 2010)</b>	48.70%	51.30%	269,637

### AGE

	UNDER 20	20-29	30-39	40-49	50-59	60+	TOTAL
<b>County Workforce</b>	1.73%	9.32%	17.81%	23.97%	31.70%	15.47%	2928
<b>New Hires</b>	7.52%	29.47%	30.41%	15.67%	13.79%	5.64%	319
<b>Applications</b>	2.52%	31.22%	27.51%	18.83%	15.94%	3.98%	7229
<b>US Census Bureau (County of SLO 2010)</b>	23.40%	16.50%	10.70%	12.70%	15.10%	21.50%	269,637

# CONTACT INFORMATION

## Contact Information

### COMMISSION MEMBERS

The Commission is comprised of members appointed by the Board of Supervisors. The Commissioners serve four (4) year terms and remain on the Commission until a successor is selected.



Wayne Caruthers, Vice President  
District One



Arthur Chapman, President  
District Two



Betsey Nash, Commissioner  
District Three



William Tappen, Commissioner  
District Four



Robert Bergman, Commissioner  
District Five

### STAFF TO THE CIVIL SERVICE COMMISSION

Tami Douglas-Schatz, Human Resources Director, Commission Secretary

Timothy McNulty, Assistant County Counsel, Commission Counsel

Steve Simas, Outside Counsel

Robin Mason, Supervising Administrative Clerk I, Commission Clerk

### ADDRESS – PHONE – WEBSITE

County of San Luis Obispo Civil Service Commission

1055 Monterey Street, Suite D-250, San Luis Obispo, CA 93408

805.781.5959

[www.slocounty.ca.gov/hr/csc](http://www.slocounty.ca.gov/hr/csc)